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WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington, D. C.

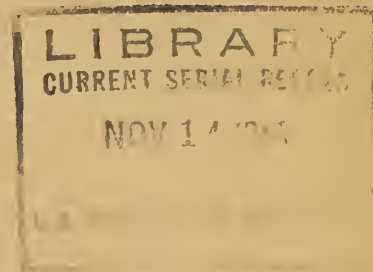
October 12, 1944

CIVILIAN FOOD REQUIREMENTS BRANCH MEMORANDUM NO. B-6

To: Regional Directors

From: W. C. Ockey, Chief  
Civilian Food Requirements Branch

Subject: Direct Distribution Agreements



Commodities acquired by the War Food Administration under Section 32 shall be made available to eligible agencies only upon written application. Execution of an agreement by an agency shall, upon approval by the War Food Administration, constitute a contract wherein the agency agrees to distribute the commodities available in accordance with instructions prescribed by the War Food Administration.

Distribution agreements shall be prepared in accordance with the instructions in this memorandum.

Form FDA-797. Agreement with the War Food Administration for the Distribution of Commodities. This form shall be executed by a Distributing Agency willing to assume the responsibility for the acceptance and redistribution of commodities to eligible agencies.

Form FDA-798. Agreement with the War Food Administration for the Distribution of Commodities. This form shall be executed by agencies willing to accept commodities from the War Food Administration for their own use and not for redistribution.

Forms FDA-797 and FDA-798 shall be prepared by the agency entering into agreement with the War Food Administration and submitted in triplicate for approval by the Regional Director or by the appropriate official or employee designated by the Regional Director to approve such agreements. Upon execution of the agreement by the War Food Administration, one copy shall be retained for the Regional Office files, one copy for the District Office files, and one copy returned to the agency which submitted the agreement.

Form FDA-799. Agreement Between \_\_\_\_\_ and \_\_\_\_\_ for Commodities Donated by the War Food Administration. Agencies requesting commodities from a Distributing Agency shall enter into agreement with the Distributing Agency, using Form FDA-799 or a similar form containing as a minimum the information included in Form FDA-799. The eligibility of these agencies to receive commodities shall be determined by the Distributing Agency in accordance with policies and regulations prescribed by the War Food Administration. Agreements must be secured for each Federal fiscal year ending June 30.

The Distributing Agency shall submit copies of these agreements, Form FDA-799, in duplicate to the District Office of the Office of Distribution, War Food Administration. One copy of the agreement shall be retained by the District Office and one copy forwarded to the Regional Office.

Effective November 1, 1944 no distribution of WFA commodities shall be made to agencies with whom agreements have not been executed in accordance with this memorandum.

WAR FOOD ADMINISTRATION  
OFFICE OF DISTRIBUTION

AGREEMENT WITH WAR FOOD ADMINISTRATION FOR DISTRIBUTION OF COMMODITIES

The \_\_\_\_\_  
(Name of Agency)

\_\_\_\_\_  
(Street & No. or RFD and Box No.) (City) (County) (State)  
hereinafter referred to as the Distributing Agency, hereby makes application in behalf of itself, and such other agencies which may subsequently designate the Distributing Agency to act in their behalf, for donations of War Food Administration commodities when they are made available.

The Distributing Agency agrees to accept the responsibility for the distribution of any commodities donated to the Distributing Agency and to provide or cause to be provided proper facilities and arrangements for acceptance and distribution of commodities in accordance with the following minimum terms and requirements:

1. To designate a representative who shall be charged with the responsibility for the proper management and control of all commodity distribution activities. He shall be authorized to sign in behalf of the Distributing Agency requests for commodities, reports or other documents necessary in the operation of the direct distribution program.
2. To accept and allocate the commodities in a manner which will prevent the commodities from entering into competition with the movement of such commodities in commercial channels.
3. To confine distribution of commodities received from the War Food Administration to persons, groups, agencies, or other recipients designated as eligible by the War Food Administration to receive donated commodities.
4. That commodities will not be distributed in excess of the maximum rates of distribution established by the War Food Administration for the commodity in question (unless otherwise specifically authorized by the War Food Administration).
5. That care will be exercised at all times to prevent donated commodities from being distributed in such quantities or manner as to encourage waste, deterioration or misuse by the recipient.
6. To furnish adequate personnel to receive, handle, store, and distribute the commodities and to maintain records thereof, in accordance with instructions issued by the War Food Administration.
7. To provide proper facilities for receiving, handling, and storing donated commodities. The War Food Administrator or his duly authorized representative may make inspection at any reasonable time of the commodities in storage, or the facilities or warehouses used in the handling or storage of commodities.

8. To assume full responsibility for demurrage or any other charges which may accrue after a car has been placed for unloading by the delivering carrier at the point designated in form FDA-2, Delivery Order, or if such placement is prevented by any cause attributable to the consignee or any agent of the Distributing Agency.
9. The Distributing Agency will maintain satisfactory accounting records to reflect a true and accurate record of commodity distribution activities. The records will include such items as receipts, transfers, disbursements, inventories (both physical and book), adjustments (actual losses and inventory adjustments), and number of recipients by category receiving commodities. Such records shall be retained by the Distributing Agency for such period of time as the War Food Administration shall provide and shall be available during such time for inspection by the War Food Administrator or his duly authorized representative at any reasonable time and place. The Distributing Agency will submit monthly reports on Form FDA-541 (Revised 9-15-44) to the War Food Administration on or before the 5th of the month following the monthly period covered by the report.
10. Containers received with shipments of donated commodities from the War Food Administration will be used exclusively in the redistribution or storage of commodities received or will be sold promptly and the sales carefully supervised and made at a price level which will not disrupt the market for similar products or otherwise interfere with the manufacture and sale of similar containers. The funds derived from the sale of such containers will be used by the Distributing Agency only for costs involved in distributing donated commodities.
11. The Distributing Agency further agrees to investigate promptly all complaints received in connection with the distribution of the donated commodities and to correct any irregularities disclosed, reporting promptly to the War Food Administration in each instance. The War Food Administration shall have the final determination as to when a complaint has been properly adjusted, whereupon it may be considered closed and a matter of record.
12. The Distributing Agency or the War Food Administration may terminate this agreement on the giving of thirty (30) days notice in writing to the other party; provided, however, that the War Food Administration may cancel this agreement immediately upon receipt of evidence that the terms and conditions of this agreement are not fully complied with by the Distributing Agency. Subsequent to such written notice of termination, the Distributing Agency agrees to distribute all remaining inventories of commodities donated by the War Food Administration in accordance with the provisions of this agreement and to transmit such reports as are required by the War Food Administration to record final disposition of such inventories.

Approved: War Food Administration  
Office of Distribution

\_\_\_\_\_  
(Name of Distributing Agency)

By \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

Date \_\_\_\_\_

Date \_\_\_\_\_

AGREEMENT WITH WAR FOOD ADMINISTRATION  
FOR DISTRIBUTION OF COMMODITIES

The \_\_\_\_\_  
(Name of Agency)

(Street & No. or R.F.D. & Box No.) (City) (County) (State)

hereinafter referred to as the Distributing Agency, hereby makes application for donations of War Food Administration commodities when they are made available, and further, certifies or agrees that:

1. The Distributing Agency will designate a representative who shall be charged with the responsibility for the proper management and control of all commodity distribution activities. He shall be authorized to sign in behalf of the Distributing Agency, requests for commodities, reports or other documents, necessary in the operation of the direct distribution program.
2. The Distributing Agency is: (check type of agency)
  - ☐ a non-penal eleemosynary institution
  - ☐ a private hospital serving some cases without cost to the patient
  - ☐ operating a non-profit child feeding program serving children of high school grade or under
  - ☐ a state welfare agency ) which will restrict
  - ☐ a county welfare agency ) distribution to persons
  - ☐ a local welfare agency ) eligible to receive
  - ☐ a private welfare agency ) commodities
3. Commodities will be requested and accepted only in such quantities as can be fully utilized and distribution of the commodities will be made at rates not to exceed those established by the War Food Administration.
4. Commodities received from the War Food Administration will be used solely for the benefit of those persons served or assisted by the Distributing Agency and will be used in addition to, and not in substitution for, commodities normally purchased or funds normally provided.
5. The Distributing Agency has available facilities for proper handling, storing, and in the case of institutions and child feeding programs, for preparing and serving the commodities. The War Food Administrator or his duly authorized representative may make inspection at any reasonable time of the commodities in storage, or the facilities or warehouses used in the handling or storage of commodities.
6. Full responsibility will be assumed by the Distributing Agency for demurrage or any other charges which may accrue after a car has been placed for unloading by the delivering carrier at the point designated in Form FFA-2, Delivery Order, or if such placement is prevented by any cause attributable to the consignee or any agent of the Distributing Agency.

7. Institutional and child feeding agencies will serve the food in a common dining room, wherever possible, and there will be no distinction or segregation whatever between paying and non-paying persons in the type of meals served and the manner of serving.
8. There are \_\_\_\_\_ persons: (check one) .
- ☐ ( ) residing in the eleemosynary institution
  - ☐ ( ) who are patients served without cost by the private hospital
  - ☐ ( ) who are served meals daily by the child feeding program
  - ☐ ( ) who are receiving assistance from the Distributing Agency
9. Containers received with shipments of donated commodities from the War Food Administration will be used exclusively in the redistribution or storage of commodities received or will be sold promptly and the sales carefully supervised and made at a price level which will not disrupt the market for similar products or otherwise interfere with the manufacture and sale of similar containers. The funds derived from the sale of such containers will be used by the Distributing Agency only for costs involved in distributing donated commodities.
10. Books and records will be maintained pertaining to the receipt and use of the commodities. Such records shall be retained by the Distributing Agency for such period of time as the War Food Administration shall provide and shall be available during such time for inspection by the War Food Administrator or his duly authorized representative at any reasonable time and place. The Distributing Agency will submit monthly reports on Form FDA-541 (Revised 9-15-44) to the War Food Administration on or before the 5th of the month following the monthly period covered by the report.

Approved: War Food Administration  
Office of Distribution

\_\_\_\_\_  
(Name of Distributing Agency)

By \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

Date \_\_\_\_\_

Date \_\_\_\_\_

AGREEMENT BETWEEN

and

(Name of Recipient Agency) (Name of Distributing Agency)

FOR COMMODITIES DONATED BY THE  
WAR FOOD ADMINISTRATION

The \_\_\_\_\_  
(Name of Agency)

(Street and No. or RFD and Box No.) (City) (County) (State)  
hereby makes application for commodities donated by the War Food Administration to the \_\_\_\_\_, hereinafter referred to as the Distributing Agency, for distribution to eligible recipients.

I hereby designate the Distributing Agency to act in my behalf for donations of War Food Administration commodities, and further, certify or agree that:

1. The \_\_\_\_\_ is: (check type of agency)  
(Name of Agency)

- ☐ a non-penal eleemosynary institution
- ☐ a private hospital serving some cases without costs to the patient
- ☐ operating a non-profit child feeding program serving children of high school grade or under
- ☐ a state welfare agency ) which will restrict
- ☐ a county welfare agency ) distribution to persons
- ☐ a local welfare agency ) eligible to receive
- ☐ a private welfare agency ) commodities

2. Commodities will be requested and accepted only in such quantities as can be fully utilized and distribution of the commodities will be made at rates not to exceed those established by the War Food Administration.

3. Commodities received from the Distributing Agency will be used solely for the benefit of those persons served or assisted by the \_\_\_\_\_

(Name of Agency)

and will be used in addition to, and not in substitution for, commodities normally purchased or funds normally provided.

4. The \_\_\_\_\_  
(Name of Agency)

has available facilities for proper handling, storing, and in the case of institutions and child feeding programs, for preparing and serving the commodities. The Distributing Agency and the War Food Administration are authorized to inspect at any reasonable time the commodities in storage, or the facilities or warehouses used in the handling or storage of commodities.

5. Institutional and child feeding agencies will serve the food in a common dining room, wherever possible, and there will be no distinction or segregation whatever between paying and non-paying persons in the type of meals served and the manner of serving.

6. There are \_ \_ \_ \_ \_ persons: (check one)

- ( ) residing in the eleemosynary institution  
( ) who are patients served without cost by the private hospital  
( ) who are served meals daily by the child feeding program  
( ) who are receiving assistance from the \_ \_ \_ \_ \_ (Name of Agency) \_ \_ \_

7. Containers received with the commodities donated by the War Food Administration will be used exclusively in the distribution or storage of commodities received or will be carefully handled and salvaged for disposition in accordance with instructions prescribed by the Distributing Agency.

8. Books and records will be kept and reports furnished to the Distributing Agency when required, pertaining to the receipt and use of the commodities. The Distributing Agency and the War Food Administration are authorized to inspect such books and records at any reasonable time to insure compliance with the above conditions.

Certified for the period of:

\_ \_ \_ (Month) \_ \_ \_ (Day) \_ \_ \_ (Year) \_ \_ \_  
to June 30, 1945, for allocation of  
commodities on basis of \_ \_ \_ \_ \_ persons

\_ \_ \_ (Name of Distributing Agency) \_ \_ \_

By \_ \_ \_ \_ \_

\_ \_ \_ (Title) \_ \_ \_

Date \_ \_ \_ \_ \_

\_ \_ \_ (Name of Agency) \_ \_ \_

By \_ \_ \_ \_ \_

\_ \_ \_ (Title) \_ \_ \_

Date \_ \_ \_ \_ \_

WAR FOOD ADMINISTRATION  
OFFICE OF DISTRIBUTION

To:

Distributing Agency

From:

District Representative  
Office of Distribution  
War Food Administration

Subject: Form FDA-541 (Revised 9-15-44) Monthly Report  
of Direct Distribution of WFA Commodities

Responsibility for Preparation. The authorized representative of the distributing agency shall be responsible for the preparation of the report Form FDA-541 (Revised), Monthly Report of Direct Distribution of WFA Commodities, in accordance with the procedure hereinafter outlined. For purposes of uniformity the signing officer shall be the authorized representative of the Distributing Agency. The signer's title should be shown in addition to the signature.

To Whom Reports Shall be Sent. The report Form FDA-541 (Revised), shall be prepared and forwarded in duplicate to reach the District Office of the Office of Distribution, War Food Administration, not later than the 5th of the month following the monthly period covered by the report.

Reporting Period. The period covered by all reports shall be the calendar month.

Classification. All foodstuffs received from the War Food Administration shall be listed in alphabetical order on Form FDA-541 (Revised) according to the name of the commodity stated on the Notice of Allocation.

Units. For all canned commodities the reporting unit shall be in cans with the size of can indicated. Fresh fruits and vegetables shall be in pounds and shell eggs in dozens.

Detailed instructions regarding entries to be made on Form FDA-541 (Revised) lines 1 to 10 follow:

Line 1. "Quantity on Hand Beginning of Month" shall represent the entire quantity of the commodity on hand based on actual physical inventory. This includes all commodities on hand by the Distributing Agency in district, county, or local warehouses, and distribution points.

The figures entered on line 1 must equal those on line 9, "Quantity on Hand End of Month," as shown on the previous monthly report. If any difference occurs between the opening inventory and closing inventory of the previous month, the difference shall not be reflected on line 1, but shall be accounted for as an inventory adjustment on line 8.

It is extremely important that this procedure be followed to adjust all differences between closing and opening inventories, whether the difference is caused by changes in physical inventory or item classification.

Line 2, "Receipts from WFA During Month." This line shall record the total net quantity of the commodity received from the War Food Administration during the month. These entries are to be based on figures resulting from actual physical check of commodities received.

Line 3, "Quantity Returned by Recipients." Enter the total quantity of each commodity returned by eligible recipients for redonation to the War Food Administration or for redistribution to other eligible recipients. These figures should agree with the totals shown on the reverse side of the form under Quantity of Commodities Returned by Recipients.

Line 4, "Total Quantity Available During Month." Enter the sum of lines 1, 2 and 3.

Line 5, "Total Distribution During Month." The entry on this line shall be the total of the quantities reported on lines 5(a) to 5(g) inclusive and shall represent the total distribution of commodities during the month.

Line 5(a). Record the quantity of each commodity distributed to welfare cases.

Line 5(b). Record the quantity of each commodity distributed directly to school lunch programs, except those which are being donated for canning under the School Lunch Indemnity Canning Program.

Line 5(c). Record the quantity of each commodity distributed to child care centers, nursery schools, summer camps, summer feeding and recreational programs.

Line 5(d). Record the quantity of each commodity distributed to eligible institutions.

Line 5(e). Record the quantity of each commodity distributed to canning centers for canning and distribution under the School Lunch Indemnity Canning Program.

Line 5(f). Record the quantity of each commodity distributed to canning centers, other than those participating in the School Lunch Indemnity Canning Program, who will make redistribution of the commodities processed. (Commodities distributed for canning to a recipient who will process the commodities for his own use should not be shown here, but should be shown as distribution to that type of recipient receiving the commodity such as institutions, welfare, etc.) Canning centers included in this category (5(f)), shall be required to prepare a monthly report on Form FDA-541 (Revised) covering the distribution of the processed commodities. (See Supplementary Instructions, Reports by Canning Centers.)

Line 5(g). This line provides a space for reporting distribution of commodities to outlets other than the recipient groups recorded on lines 5(a) through 5(f). This would include distribution to special groups such as Red Cross for Flood emergency recipients, etc.

Line 6, "Redonation to War Food Administration." Record the total quantity of the commodity redonated to the War Food Administration.

Line 7, "Actual Losses." Record the total quantity of actual loss incurred in distribution operations. Include all losses due to spoilage, damage, theft,

handling, shrinkage, or other causes resulting in actual loss of the commodity occurring in distribution operation.

Line 8, "Inventory Adjustments." Record the total net quantity of inventory gain or loss due to distribution errors, weight variation, reclassification of items, or other adjustments. Record plus adjustments in the same manner as entries on lines 1 through 7, but indicate minus adjustments by a minus sign preceding the number.

Line 9, "Quantity on Hand End of Month." Enter the total quantity of the inventory on hand, based on physical inventory as of the last day of the month covered by the report. The figure posted should equal the quantity obtained from line 4, minus lines 5, 6 and 7, plus or minus line 8. As stated under line 1 inventories should include all commodities not actually delivered to recipients including those in district, state, county, and local warehouses or distribution points.

Line 10, "Number of Recipients of Commodities During Month." This section shall furnish the unduplicated number of persons and agencies receiving each commodity during the month. Care should be taken that persons or agencies are not counted more than once even though distribution to the person or agency has been made more than once during the month.

Line 10(a). Record (1) the number of families, and (2) the number of persons in these families receiving assistance to whom each commodity was distributed during the month.

Line 10(b). Record (1) the total number of schools and (2) the total number of children receiving each commodity during the month in school lunches prepared in whole or in part from WFA commodities.

Line 10(c). Record (1) the total number of child care centers, nurseries, children's camps, and recreational projects, and (2) the total number of children in these centers receiving each commodity during the month in lunches prepared in whole or in part from WFA commodities.

Line 10(d). Record (1) the total number of eligible institutions, and (2) the number or persons in these institutions receiving each commodity during the month.

Line 10(e). Record the total number of School Lunch Indemnity Canning Centers receiving each commodity during the month.

Line 10(f). Record the total number of other canning centers receiving each commodity during the month.

Line 10(g). Record the total number of persons not included in any of the other categories and receiving each commodity during the month.

Unduplicated Number of Recipients by Category Receiving WFA Commodities. This information shall be placed in the column following the last commodity reported. These figures shall not represent a cross total of the recipient figures appearing in each commodity column but shall be the actual total of the number of persons or agencies (lines 10(a) through 10(g) who received one or more commodities during the month. This means that although a person or agency may receive more than one commodity during the month they will be counted only as one in the cross total column.

Reports by Canning Centers.

Canning centers receiving commodities for processing and who will make redistribution of the processed commodities may be required to prepare two monthly reports on Form FDA-541 (Revised) as follows:

(1) The first report will be prepared only by those agencies receiving commodities for processing directly from the War Food Administration. This report will show on lines 1, 2, and 4 respectively the quantity of each fresh commodity on hand at the beginning of the month, the quantity received from WFA during the month, and the total quantity available for processing. The quantity of each commodity processed will be recorded on line 5(f) (other canning centers), and the quantity on hand at the end of the month will be recorded on line 9. This report shall be submitted in duplicate to the District Representative, Office of Distribution, War Food Administration, by the 5th of the month following the period covered by the report.

(2) The second report will cover the distribution of the commodities processed. The name of the processed commodity and can size should be indicated. Other entries to be made on lines 1 to 9 follow:

Line 1. Record the number of cans of each processed commodity on hand beginning of month.

Line 2. Record the number of cans of each commodity processed during the month.

Line 4. Enter the total of lines 1 and 2.

Line 5(a) to 5(f). Record the number of cans of each commodity distributed by type of recipient.

Line 9. Record the total number of cans of each commodity on hand at the end of the month.

In addition to the above, the names and addresses of the recipient agencies together with the quantity of the canned commodity distributed to each recipient shall be listed on the back of the form.

This report shall be submitted in triplicate to the Distributing Agency by the canning center. The Distributing Agency shall retain one copy of the report and submit the other two copies to the District Office of the Office of Distribution, War Food Administration, not later than the 5th of the month following the period covered by the report. When commodities are allocated to a canning center directly by WFA the report shall be prepared in duplicate and both copies submitted to the District Office.